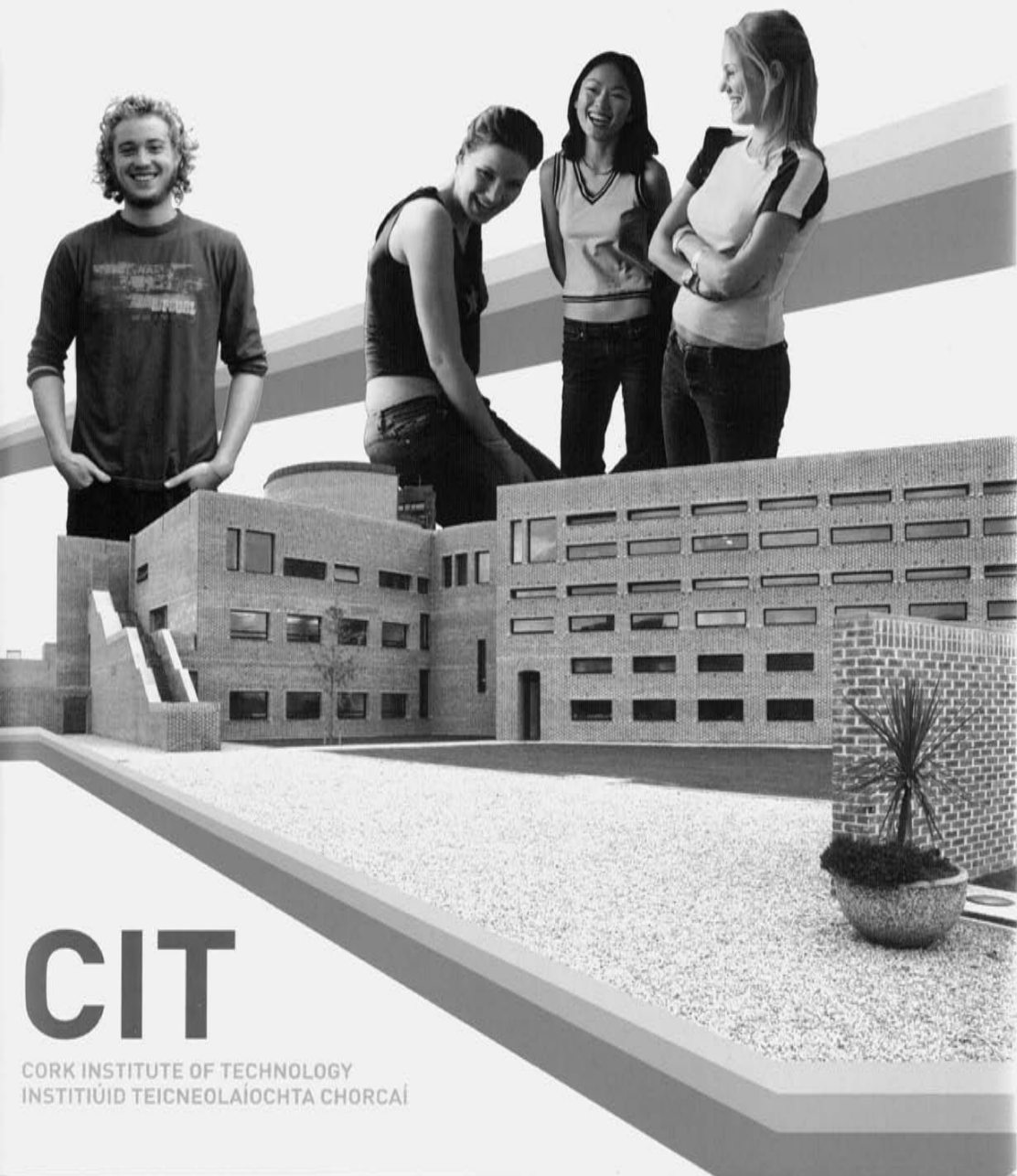


Student Information Handbook 2007



CIT

CORK INSTITUTE OF TECHNOLOGY
INSTITIÚD TEICNEOLAÍOCHTA CHORCAÍ



CIT

Student Information
Handbook 2007



Cork Institute of Technology
Institiúid Teicneolaíochta Chorcaí

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Note:

Every effort has been made to ensure that the contents of this handbook are correct at the time of going to press. The contents of this handbook are for information purposes only and should not be viewed as the basis of a contract between a student and the Institute. No guarantee is given that services, courses, syllabuses, fees or regulations may not be altered, cancelled or otherwise amended at any time.

INTRODUCTION

This Student Information Booklet is designed primarily for those entering first year courses in the Institute. The booklet, however, will be of relevance to students at all stages of their courses.

It draws together information on various aspects of life in Cork Institute of Technology which you will find useful or necessary during your time here.

The information provided on both academic and non-academic services is extensive but is not intended to be fully comprehensive. The emphasis is on topics that are of general use to students. Information that is particular to individual courses will be provided through Institute departments. In addition other Institute and student publications will be available at different times during the year such as the Students' Union handbook and the Student Support Team 'What's New' and 'What's On', as well as a series of booklets from the Careers & Counselling Service.

It is recommended that you keep this booklet as a source of reference. You will find that a number of the subjects covered are ones that you will wish to refer to throughout the year.

Student Services Office



HISTORY OF CIT

Cork Institute of Technology inherits a long and valued tradition of education dating back to institutions which originated in Cork as early as 1802. The Bishopstown Campus of the Institute was established in 1974 and involved transfer of courses and staff from an older college, the Crawford Municipal Technical Institute. At its new site it greatly expanded both the range and level of its courses. Since 1993, the Crawford College of Art and Design and the Cork School of Music have been constituent schools of the Institute. Both have similarly long traditions in education.

After a campaign which lasted over ten years, Cork Regional Technical College was retitled Cork Institute of Technology in 1997. Following an international review of the Institute we were designated the power to award our own certificates and diplomas.

GETTING TO CIT

A regular bus service to the Bishopstown Campus operates from the city centre and other locations. The No. 5 bus departs from Patrick Street and stops right outside the Institute gates. The No. 8 also runs from Patrick Street to the Curraheen Road (five minutes walk from CIT). The No 19, Southside orbital service, runs from Mahon via Douglas, Turners Cross, Ballyphehane, Togher and Wilton to the campus gates.

The No. 1, north side orbital service, runs from Mayfield via Ballyvolane, Blackpool, Farranree, Gurrabraher and Knocknaheeny to the campus gates. Specially organised regional buses depart from the Institute on Friday afternoon and return on Sunday evening. Bus timetables are posted on notice boards in the main corridor.

Student rate Bus Eireann tickets, commuter tickets and provincial tickets are available from the Students' Union Office. An Irish Rail Student Card is necessary for availing of reduced rates on rail travel. Available from Sayit Travel or specially appointed stands on campus. Contact the Students' Union for details.



COLLEGE CAMPUS

Bishopstown Campus

The Bishopstown Campus of CIT (the main campus of the Institute), is the centre for courses in Business, Engineering, Technology, Science, Social Studies, Recreation & Leisure, Tourism & Hospitality studies. Also located on the campus are Student Services, Administration, Research Centres and Industry Support Centres.

The main campus of the Institute in Bishopstown is built on an extensive area of land. To the east, it is bounded by Rossa Avenue and to the west it now extends beyond the Curraheen River, a tributary of the River Lee. Situated beside the Institute is the new Regional Sports Centre which includes a swimming pool. The grounds of the campus are spacious and well laid out. In addition to the sports areas there are extensive car and bicycle parks, amenity areas with maturing trees, shrubs and a riverside walk.

Adjacent to the Institute are the residential areas of Bishopstown, Wilton, Model Farm Road and Ballincollig with extensive shopping, social and recreational facilities. Transport to the city centre is readily available and the campus is well served by urban bus routes and by both public and private buses serving rural areas. Nearby also are the Cork Business and Technology Park with high technology industries, the regional headquarters of IDA (Ireland), FÁS, Cork University Hospital and many other amenities.

The main building of the campus dates from 1974. Since then it has been extensively developed and modified to cater for increased student numbers, new courses and the changing requirements of the student population. The campus is comprehensively equipped with lecture theatres, computer suites, laboratories, workshops, drawing studios and classrooms. The library, opened in 1994, is impressive both in architectural and educational terms. It is the main focus for study in the Institute and side by side with traditional

facilities of a library, students can use the most up-to-date computer based methods for accessing information.

The Student Centre is the main focus for student activity and leisure. It includes all the services you could hope for, such as common room, restaurant, meeting rooms, banks, mini-market, bookshop and a bar. The Student Centre also includes a medical centre, a contemplative space, Students' union offices, careers and counselling services, sport and societies offices, student accommodation office. It is also home to printing and secretarial service, access and disability offices.

The CIT Information Technology Centre consists of Computer Laboratories, Seminar Rooms and open access computer stations for hundreds of students. All these computers are fully networked and are on-line.

Students and visitors to the Institute will be most familiar with the buildings and the facilities immediately around them. They may be less conscious of the grounds that extend beyond the athletics track and down to the lower levels beside the river and the swimming pool. The GAA and soccer pitches are located on the lower level and there is a scenic walk along the banks of the Curraheen river. Beside this walk is a public pitch and putt course.

Outdoor pitches on the campus cater for all major sporting codes and land is currently being developed to extend these facilities. When fully developed our full complement of pitches will be a top of the range all-weather pitch, 4 soccer pitches, 3 GAA pitches, 1 rugby pitch, 1 hockey pitch and 2 tennis courts. Work on this is expected to be completed in September 2007. The championship standard athletics track is a major outdoor asset to the sporting life of the Institute. Indoor sports and training are accommodated in a large and well-equipped sports hall featuring one of the most extensive weights rooms in the country.

Crawford College of Art & Design

The Crawford College of Art & Design is located at Sharman Crawford Street close to St Finbarre's Cathedral. It offers well-recognised courses in Fine Art, Ceramic Design and Art & Design education. Facilities include lecture rooms, spacious studios with personal work-spaces for all students, and well-equipped workshops and laboratories for ceramics, metal and wood fabrication, stone and wood carving, foundry, photography, film and video, computers, etching, lithography, silk screen and relief printmaking, textiles and stained glass. Other facilities at the Crawford include canteen, situated on the ground floor, and an extensive library.

The library operates on a separate system to the main CIT library, and is open to students of the Crawford only. During term the College is open to students from 9.00am to 9.30pm Monday to Thursday, to 6.00 pm on Fridays, and until 1.00 pm most Saturdays.

Cork School of Music

A new purpose-built home for the Cork School of Music opens this September 2007 which provides nearly 13,000m² of state-of-the-art facilities. It includes a library, 60 teaching/practice studios, a 450 seater auditorium, 120 seater drama theatre and movement room, a professional recording studio, an electronic music studio, pianolabs, an audiolab, a musicITlab, a double bass studio, a harp studio, an early music studio, a percussion studio and a post-graduate centre.



Crawford College of Art and Design



Cork School of Music



National Maritime College of Ireland

Other facilities include lecture theatres, classrooms, student common room and office for student services, staff room, boardroom, meeting rooms, medical referral centre, and a bistro café as well as a public office and accommodation for the management, teaching and administrative staff. With an inspirational ground-floor atrium that appears to flow up the entire building through two huge natural light shafts, and with acoustic, temperature and humidity controls provided throughout the building, these facilities are without parallel. The new Cork School of Music provides the internationally renowned staff of Ireland's largest conservatory of music and drama with the very best of facilities to ensure that many more students are able to pursue their studies.

The School organises various bands (Jazz as well as Concert), chamber music ensembles, choirs (Junior, Ladies and Oratorio) and orchestras whose activities are a fundamental part of the cultural life of the city. Students of the school may become involved in many bands, orchestras and choirs performing in a variety of styles and at varying levels of difficulty. Students of the other campuses are also eligible to join these, subject to successful audition.

Regular concerts are also given at the school, which are open to students from the main campus. The Cork School of Music is open from 9.00am to 10.00pm Monday to Friday, and 9.00am to 5.00pm on Saturdays.

National Maritime College

This new state-of-the-art College is located in Ringaskiddy, Co. Cork and provides training and education for the Merchant Marine and the non-military needs of the Irish Naval Service (INS). The NMCI provides education services of the highest quality. Specialist spaces including survival facilities, seamanship and shipwrights' workshops, fire fighting/damage control, jetty and lifeboat facilities and engine room are provided. The College also provides specialised simulation equipment in the areas of navigation, bridge training, communications, engineering-machinery operations, liquid cargo handling/damage control and vessel traffic systems. These facilities fully comply with the most up to date international standards and requirements. A multi-purpose hall and sporting facilities are also included in the college.

Cork City

Cork is vibrant with student life and activity. During the academic year Cork's full-time student population exceeds 20,000, including those from CIT, UCC and several colleges of further education. This generates a unique environment of vitality and of learning. Students are an integral part of Cork, and their activities are woven through the fabric of its social and cultural life.

The bustling city centre with its elegant main streets, shopping malls, markets, and a network of interesting side streets gives Cork all the advantages of a major urban area. This is a diverse and cosmopolitan city with a European feel. The many restaurants, night-clubs, theatres, comedy and music venues are a focus for social life, with venues catering specially for the student population. Cinemas offer the latest blockbusters plus the best in foreign language and cult cinema. Most cinemas offer student discounts.

It would be difficult to imagine a region offering more to the student than County Cork. Stretching from Allihies and Beara in the west to Youghal in the east, the rugged coastline is

dotted with beautiful havens and beaches. Skibbereen, Bantry, Schull, Clonakilty, Cobh, Kinsale, Ballycotton and many more resorts offer sailing, watersports, restaurants and festivals. All are within easy reach of the city. Inland, there are mountains, rivers, forests and lakes within easy reach of CIT, as are historic centres like Blarney, Mallow, Macroom and Fermoy.

Sporting activities thrive in the city and are well organised. Highly developed facilities are located throughout the city and its suburbs. For example, within easy access of CIT, Cork City Soccer team is located at Turner's Cross and Páirc Uí Chaoimh hosts many major GAA events throughout the year. Neptune Stadium on the city's north side is one of the country's finest basketball arenas. Musgrave Park has been the scene for many famous victories for Munster Rugby.

Cork enjoys a rich cultural life as recognised by its designation as European Capital of Culture 2005. Important contributions are made by students and staff of CIT and its constituent schools, the Cork School of Music, Crawford College of Art and Design and the National Maritime College of Ireland. Particular high points occur during the many festivals such as the annual Film, Jazz, Choral and Folk Music festivals. A welcome addition to this list has been CIT's Arts Fest which embraces events in a broad range of the Arts.



Patrick Street Cork City

ACCOMMODATION

The Accommodation Office is located on the first floor of the new Student Centre. This service is administered by Student Services and is available to students on all campuses. The office is open from 8.30am to 4.30pm, through lunchtime and some Saturdays during peak times only. Contact the office to confirm opening hours.

Types of Accommodation

1. **Digs or Lodgings:** This involves boarding with a family on a five day, five day plus occasional weekends or seven day basis. In this type of accommodation students are provided with bedroom (single/twin), breakfast, evening meal, light supper. Digs can be located by contacting the office, either personally, by telephone, or by email and obtaining a list of landlady/landlord addresses and telephone numbers. At the office you will also be given a map of the area which should help you to locate your prospective landlady/landlord. It is then up to you to make arrangements to meet with landladies to view the accommodation they are offering.

Before making a final agreement with a landlady/landlord, the following details should be discussed and agreed: facilities available to you in the house; deposits; rates; keys; use of the house during the day; use of telephone/TV; duration of your stay, visitors; occasional absences, notice of leaving accommodation.

When you finalise the arrangement, a deposit is paid. Normally, the deposit amount is equal to one week's rent. This deposit should be refunded to you when you leave, provided no damage to property, outside of normal wear and tear has occurred. Please note many landladies will not refund your deposit if you leave before the end of the academic year.

It is advisable that there should not be more than two students sharing a room. The approximate rates are as follows and are currently in operation. Payments are made one week in advance.

DIGS

PRICES APPROX.

DAYS	SINGLE	TWIN
5	€120	€90
7	€130	€110

- If you are going to be absent from your digs, you should inform your landlady of this in advance.

- You cannot be charged for accommodation if you are not there due to:

- Conferrings - Friday 12th & Friday 19th October 2007
- Open Day - Saturday 10th November 2007
- Christmas Holidays - 21st December - 7th January 2007
- Easter Holidays - 14th March - 31st March 2008
- Bank holidays and Church holidays
- Absence due to illness
- Other days off which are officially recognised by the Institute

However, if because of course or work requirements you have to be absent from your digs for more than one week, it is advisable for you to inform the Landlord/Landlady, so that a mutually acceptable agreement can be reached regarding the price for holding the accommodation. This arrangement should be clarified prior to your accepting the accommodation.

2. **Self-catering or B&B (Owner Occupied):** A limited number of house owners provide self-catering accommodation. That is a bedroom, either single or sharing, in their home with access to kitchen facilities. Rent includes bills. Names and telephone numbers are available from the office. Rent is paid throughout the academic year, which differs from digs.

**SELF-CATERING
or B&B**

PRICES APPROX.

DAYS	SINGLE	TWIN
5	€70	€60
7	€80	€65

3. **Shared Houses/Flats:** A list of houses/rooms in houses is available throughout the year, and also a reduced rate in the summer months. As there is a high demand for this type of accommodation, it is advisable to contact the Accommodation Office regularly, either by email or phone, for an updated list.

Accommodation is advertised daily in the Evening Echo newspaper. It is also possible to find this type of accommodation by word of mouth, contacting students who live in private rented housing and who will be leaving at the end of the academic year. Notices in shop windows are also well worth checking out. It is important to read contracts carefully before signing.

It is advisable for students seeking Rented Accommodation to be aware of Tenant's Rights and Duties in relation to rent books, deposits and letting arrangements. Information is available from the Accommodation Office.

HOUSES

PRICES APPROX.

SINGLE	TWIN	SINGLE EN SUITE
€80	€65	€85

4. **Student Apartments/Hostels:** We have a number of student apartments in close proximity to the Institute. In general this type of accommodation is more expensive than renting a house or flat, but is of high quality. A list of student apartments is available from the office, along with terms and conditions of tenancy. We have approx. 1,900 bed spaces within 10 minutes walk of CIT, 500 in the City Centre and 145 in Ringaskiddy. Students are advised to look at apartments before booking and to read leases carefully before signing them. Bookings should be made directly to the apartments early in the intended academic year. Payment is normally in one full payment or two installments.

APARTMENTS

PRICES APPROX

Single Ensuite	Standard Single	Standard Twin
€3,900	€3,600	€2,400

Prices do not include security, electricity, refuse, deposits, etc.

Choosing a Place to Live

Finding suitable accommodation is not always easy and you should be prepared for some hard work. The best advice is to start looking as soon as possible, so that you are not beaten by the rush and forced to take something which you are unhappy with. The following is a simple checklist of the sort of things you should keep an eye out for when viewing potential accommodation:

1. Are there any signs of dampness?
2. Is the cooker gas or electric, and do all the rings work?
3. Does the house have any form of heating? Bear in mind that electric heaters are extremely expensive to run. Imagine the house in winter.
4. What kind of appliances does the house have: washing machine, tumble dryer, microwave, etc.? Is there a washing line?
5. Is there a telephone? If you are worried about large phone bills, ask if you can have the phone set to incoming calls only.
6. Is there a shower? Is it electric? Electric showers are more economical to run than showers which run off an immersion. Heating water using an immersion should be avoided where possible.
7. Are there plates, cups, cutlery, saucepans, a kettle etc. in the kitchen?
8. Are there desks in the bedrooms?
9. Is the house secure? Burglaries do happen.
10. How safe is the house in the event of a fire?
11. The best thing to do is to make out a list of the kind of things you want from a house before you start to look. Don't settle for the first house you see.

Price Range

Weekly rent for a single room can range from €75 - €90, excluding bills. A high rent does not always indicate a high standard of accommodation. Rent is usually paid weekly or monthly. Be clear if you pay monthly, whether you are paying by the calendar month or just every four weeks. Calendar months will work out cheaper for you. Whatever the arrangement, get as much of it in writing as possible. Remember that you are entitled by law to request a rent book from your landlord/lady, in which s/he should sign for all money collected. Read all documents carefully and understand the contents before you sign. A rent book should also contain the following information:

- The address of the rented accommodation.
- The name and address of the landlord and of the landlord's agent (if any).
- The tenant's names.
- The duration of the tenancy.
- Amount of rent and when and how it is to be paid.
- The amount and purpose of any deposit paid by the tenant and the conditions under which it will be refunded by the landlord.
- Particulars of any payments, other than rent, to be made by the tenant to the landlord for services, e.g. for heating or piped television.
- A statement of information which advises tenant of their basic rights.
- The date of commencement of the tenancy.
- An inventory of furnishings and appliances supplied by the landlord for the tenant's exclusive use.

Please note that your room is going to be your home for the Academic Year so try and keep it clean and tidy as landlords are entitled to hold back deposits if they are unhappy with the conditions of their houses. Unfortunately difficulties and disputes do occur between landlords and tenants. Contact the Accommodation Office if any difficulties arise and we will try to help resolve them.

Threshold is an organisation which provides advice, information and arbitration on matters relating to accommodation. The Threshold offices are situated on Fr. Matthew Quay. Threshold can be contacted by telephone at 021 4278848, or by email: threshold@eircom.net

Contact: Deirdre Falvey
Accommodation Office,
Student Centre
Tel: 021 4326453
Email: accommodation@cit.ie



STUDENT WELFARE

Student Health

The Institute operates an on-campus Medical Centre. The Medical Centre is located on the 1st floor of the new Student Centre. It is open from 8:30am to 4:30pm Monday to Thursday and 8:30am to 3:30pm on Friday (open through lunch). During term this is staffed by six doctors, on a sessional basis, 2 nurses and a secretary and it provides a comprehensive range of services suitable for the students' needs. The nursing service is available free of charge to all students. The services of the doctor are provided free of charge to students who have a medical card and at a nominal cost to other students. Students are advised to sign on for a medical card with the institute if they intend to use the institute Doctor. Their medical card is also valid for their own home doctor. A valid ID card is required when attending the Medical Centre.

After hours Family Doctor Service is provided by SouthDoc.

SOUTHDOC
After Hours
Family Doctor Service
Cork City
1850 335 999

1. What is SouthDoc?

SouthDoc provides a family doctor service after your GP's surgery has closed. The service is for patients with urgent medical problems who cannot wait until the GP's surgery re-opens.

2. When does SouthDoc operate?

Monday to Friday: 6.00pm to 8.00am the following morning.

Weekends start Saturday at 1.00pm and finish at 8.00am on Monday morning.

Bank Holiday cover is from 6.00pm on the evening prior to the holiday and ends at 8.00am on the day after the bank holiday.

3. How do I get to a doctor after the surgery closes?

To see a doctor, you must first arrange an appointment by telephoning 1850 335 999.

4. What happens when I ring SouthDoc?

When you ring a receptionist will ask you for the following basic information:

- Your telephone number
- The patient's name and address
- The name of the patient's doctor
- Your medical card number (if you have one)
- A brief description of your ailment

5. Where is the doctor based?

- Blackpool, in Millfield Commercial Park, near the former Sunbeam factory.
- Kinsale Road Roundabout, South Ring Business Park behind Woodies DIY store.

6. Is SouthDoc an Emergency Service?

No SouthDoc is a family doctor service. The emergency Services are the Gardaí, Ambulance, Fire Brigade and Rescue services. In an emergency situation, you should dial **999** to contact the Emergency Services. They will contact the doctor at SouthDoc if necessary.

Staff



Secretary: Tel: 432 6549 for appointments and other queries.

Nurse: Tel: 432 6356. Hours: Monday to Thursday 9am to 5pm and Friday 9am to 3.30pm

Doctors: Dr Hilda O'Shea, Special interest in Dermatology and Travel Medicine.

Dr Joe Hartnett, General Medicine and Men's Health.

Dr John O'Riordan, Sports Injuries.

Dr Frank Hill, Mens Health and general GP services.

Dr Donnacadh O'Cuill, Mens Health and Asthma Care.

Dr Raj, Psychiatrist.

Dr On Duty Saturday mornings from 9am to 1pm, Phone no. 087 2221100.

All doctors visits are by appointment only

If an appointment is urgently required on the same day please phone before 10.00 am.

An appointment with the doctor may not always be necessary. Please check first with the nurse to avoid delays. The health service is widely availed of by students. In addition to the normal consultation with the doctor and nurse for illness or injuries, the medical unit provides many other services. These include:

- health education and advice on nutrition and lifestyle
- advice on family planning
- information on medical cards and health services
- cryosurgery
- travel vaccines, meningitis C vaccine
- referrals for physiotherapy, dental treatment and counselling

Medical Cards

Students are no longer automatically entitled to a General Medical Services Card.

According to Department of Health guidelines, a student may be eligible:

- if independent of parents.
- if parents have a Medical Card already.
- if in receipt of disability benefit.
- if from an EU country other than the Republic of Ireland (in this case an E109 form is necessary to apply.)
- if working and earning below a certain wage.

Remember other factors may be taken into account. Medical Cards are awarded very much on an individual basis. Application forms are available from the Medical Centre in the Student Centre or from The Southern Health Board, Abbeycourt House, George's Quay, Cork 021-4965511.

Once you have completed your application form you must bring it to the Welfare Officer for your area. The Welfare Officer for the Wilton and Rossa Avenue area is Ann O'Meara, Wilton Park House, Cardinal Court (Opposite Garda Station), contacted at 021 4343875 (same no. for fax). She is available on Tuesday, Wednesday and Thursday mornings from 9.15am until 11.30am.

General practitioner (GP) attendance and treatment, Free medicines, Optical benefit, Dental benefit (including extractions, dentures, etc.) Certain medical and surgical appliances.

Emergencies

Accident and Emergency (A&E) services are available at Cork University Hospital, 021 4546400 and at the Mercy Hospital, 021 4271971. There is a charge of €40 for Accident and Emergency services unless you are a medical card holder or have a letter of referral from your GP. If your case is less serious, you should go to the Institute doctor or a GP as waiting times for non-critical patients can be lengthy or call SouthDoc out of hours service on 1850 335 999.

Students with Disabilities

Access Officer, Mary O'Sullivan is the contact person for students with a disability or special needs in Cork Institute of Technology. The Officer administers the Fund for Students with Disabilities and offers support to students with disabilities in liaising with staff across different academic and service areas in the college. All dealings with the Officer are confidential.

Here are a number of frequently asked questions about the support available:

Q: Do I have to disclose a disability?

A: No, you do not. It is entirely your decision to disclose if you have a disability or not. You may of course register with the Disability Office at any time, even after you have started your course, and even if you did not disclose a disability on the CAO form. **NB:** Students who do this however should note that it can take some time both to provide the appropriate documentation to allow you to register with the Access Office and for the Access Officer to put supports in place for you, even when they are necessary.

Q: What should a student with a disability or special needs do?

A: Student with disabilities and special needs should contact the Access Officer as early in the year as possible so that if they have any special requirements that they can be met as early in the 1st term as possible.

Q: Who can avail of disability support?

A: The Access Office provides supports to all students with a disability including students who:

- Have physical and mobility disabilities
- Are blind or vision impaired
- Are deaf or hard of hearing
- Have significant ongoing health issues
- Experience significant mental health difficulties
- Have specific learning disabilities, such as dyslexia
- Have a disability such as ADD, ADHD or Asperger's Syndrome

Q: Are there any grants available for students with disabilities or special needs?

A: The National Access Office provides a fund specifically for students with disabilities. This fund does not provide cash payments to students, rather this fund is to provide funding for academic or personal support that a student registered in the college with serious physical, sensory or learning disabilities may require to fully participate in a course of study.

Q: How do you apply for this fund?

A: You can apply for this fund through the Access Office. Students have to submit all relevant documentation regarding their disability to the Access Office as early as possible in the academic year.

Q: What kind of supporting documentation must I provide in order to avail of disability support?

A: A. Students with a Specific Learning Difficulty (e.g. dyslexia) should bring a copy of their Educational Psychology Report (assessment within the last 5 years) clearly stating that the student has a specific learning disability.
B. All other students must have their disability verified by a Medical Consultant/Specialist and you should bring a recent report from your Medical Consultant/Specialist with you when you meet the Access Officer. Please note that General Practitioner (G.P.) letters are

generally not accepted as suitable medical evidence. The purpose of the report is to assess the likely support which the student might require in the context of the impact that the student's disability may have on his/her academic studies. The report should outline the following:

- The history and detail of the student's disability
- The impact of the disability on the student as regards the demands of the academic programme
- Any suggestions of reasonable accommodations/supports which might be appropriate for the student in the context of higher education.

Q: How will I know what type of support I require?

A: When you disclose your disability, you will be given the opportunity to meet with the Access Officer to discuss your individual support requirements. A detailed needs-assessment will be carried out between you and your Access Officer, who will discuss the type of educational support provision you may have had previously and what support you may require at third level.

Q: What type of services/equipment can be provided?

A: Depending on the disability, the following services can be provided to students Personal Assistant, Sign Language Interpreter, Speedtext Operator, Notetaker, Lecture Notes, Laptop (with assistive technology software), Additional Tuition, Photocopying, Tape Recorder.

Q: What Examination support is available for students with disabilities?

A: The College currently offers a range of accommodations at examination time, including:

- Extra time allowance
- Reader: a person who reads examination papers to a student
- Scribe: a person who writes down a candidate's dictated answers in an examination
- Rest breaks
- Alternate examination venues
- Technological aids
- Specific Learning Difficulty awareness: examiners are made aware of students who have a specific learning difficulty and are asked to take this into account when marking examination papers.
- Any examination supports which may be required by an individual student must be agreed in advance with the Access Officer early in the academic year (by the end of October).

Contact: Mary O'Sullivan, Access Officer (Disability), 1st Floor, Student Centre

Tel: 021 4326475, e-mail: mary.osullivan@cit.ie

Student Assistance/Student Parent

The Access Officer, Deirdre Creedon administers a student assistance fund and a student parent fund which are available for students who are in severe financial difficulty either with normal day-to-day expenses or with childminding expenses. This fund is to help students who are having difficulty meeting their rent, paying bills, buying books, paying for creche/childminding expenses. Contact Deirdre Falvey in the Student Services/Accommodation Office on the first floor of the new Student Centre for information regarding these funds.

The Millennium Partnership Fund is available to students from specific ADM funded partnership and community group areas to support their retention and participation in higher education. The following supports are available; financial support, provision of information on student services, study support sessions. For further information please contact; Maeve Moroney, Millennium Fund Coordinator, tel; 021-4326434, email, maeve.moroney@cit.ie

Mature Student Support Network

The Access Office organises events and support sessions for mature students through the Mature Student Support Network. Sessions that are organised include study skills, note taking, making the most of your scientific calculator, computer skills, time management. Look out for schedule of events on the 'Whats On?' or contact Deirdre Creedon, Access Officer, 1st Floor, Student Centre. Tel: 021-4326564, email deirdre.creedon@cit.ie

Campus Watch

Like Neighbourhood Watch, Campus Watch seeks to involve everyone within the campus community by raising their sense of responsibility for each other and for the Institute. The objective of Campus Watch is to make the College and its environs a safer place for students and staff to study, work and live in. It is based very much on a partnership approach and the notion that through co-operation we can do a lot to reduce the opportunity of crime.

CAREERS AND COUNSELLING SERVICE

The Careers and Counselling Service at the Cork Institute of Technology is a free, integrated and confidential service available to all registered students of the Institute. The Full-Time Staff at the service are joined by a number of part time staff including guidance counsellor and psychotherapists.

The service is committed to supporting and encouraging students to reach their academic and personal potential and offers:

- Career Guidance
- Counselling
- Educational Guidance

A number of the Careers services are delivered through class presentations and group workshops. The service also organises visits to the Institute by employers, informs students of vacancies and organises other careers related activities such as seminars on interview technique, CV preparation etc.

A range of Guidance and Counselling services such as one-to-one discussions, study skills seminars and other activities are available to individual students and to class groups. The Service also has an Information Area where students can access information for themselves as well as access to computers to facilitate student careers research. The Service also has a section in the Library where students can take out up to date books on issues relating to careers. The Service facilitates employer presentations during the academic year. The Service advertises all job vacancies received its website www.careersandcounselling.com

The counselling section of the service aims to provide opportunities for the individual to explore issues of concern, and to discover/clarify ways of living more resourcefully in a confidential environment. In short the service promotes self-development and self-awareness, and aims to enable the student take effective control of their lives.

The Service operates on an appointment basis, and is located on the second floor of the Student Centre.

Opening Hours:

Monday - Friday: 8.30am - 5.00pm

Contacts:

Mr Dan Collins - Head of Service

Ms AnnMarie Maher - Career Officer

Ms Sharon Burke - Careers Advisor

Ms Shirley Gleeson - Administrator

Ms Kay Walsh - Coordinator of Counselling

Tel: 021 4326678

BANKING SERVICES**Bank of Ireland**

The Bank of Ireland is located on the ground floor of the new Student Centre. It is open during term from 10.00am to 4.00pm, from Monday to Friday. Branch Manager: Rose Coughlan; Staff Members: Paula, Sylvia and Amy. Tel: 021 4326188/4326285

AIB

The AIB branch is located on the ground floor of the new Student Centre, facing the courtyard. The ATM is located in the main Student Centre. The branch is open during term from 10.00am to 4.00pm, from Monday to Friday. The Manager is Carol Kiely and the Student Officer is Averil Shine, ext. 6294.

Both Banks offer a full range of services to students including ATM facilities and are open throughout the Summer.

CATERING SERVICES

The catering services within CIT comprise of the following: main campus canteen & snack bar, college shop and student centre mini market. There will be additional catering facilities located in the new student centre, which should be open early in the 2007/08 academic year.

The main canteen is located in the East Atrium and is open Monday to Thursday from approx. 8.15am to 9.00pm, on Fridays from 8.15am to 4.30pm and on Saturdays from 10.00am to 2.00pm. It offers a wide variety of teas/coffees, hot/cold meals, refreshments and snacks at a reasonable price. There is a snack bar serving freshly made sandwiches, rolls, paninis etc. Please note the canteen is a self-clearing area. Please assist staff in maintaining a high level of hygiene by returning trays to the trolleys and rubbish to the bins provided.

The college shop is located beside the atrium. It is open Monday to Thursday from 8.15am to 9.00pm and on Fridays from 8.15am to 3.30pm. The shop provides a wide range of sandwiches, newspapers, confectionery, beverages and stationery.

The mini market is a recently opened unit located in the new student centre. It has a large deli, fresh tea/coffee, groceries, frozen foods, dairy products, toiletries and normal range of confectionery, minerals and stationery. It is open Monday to Thursday from 8.00am to 6.00pm and on Fridays from 8.00am to 5.00pm.

All times above relate to the academic year and times may differ for holidays, breaks and during the summer. All catering facilities are provided at reasonable, student friendly prices. For any further information contact Douglas Deane at 021-4326654.

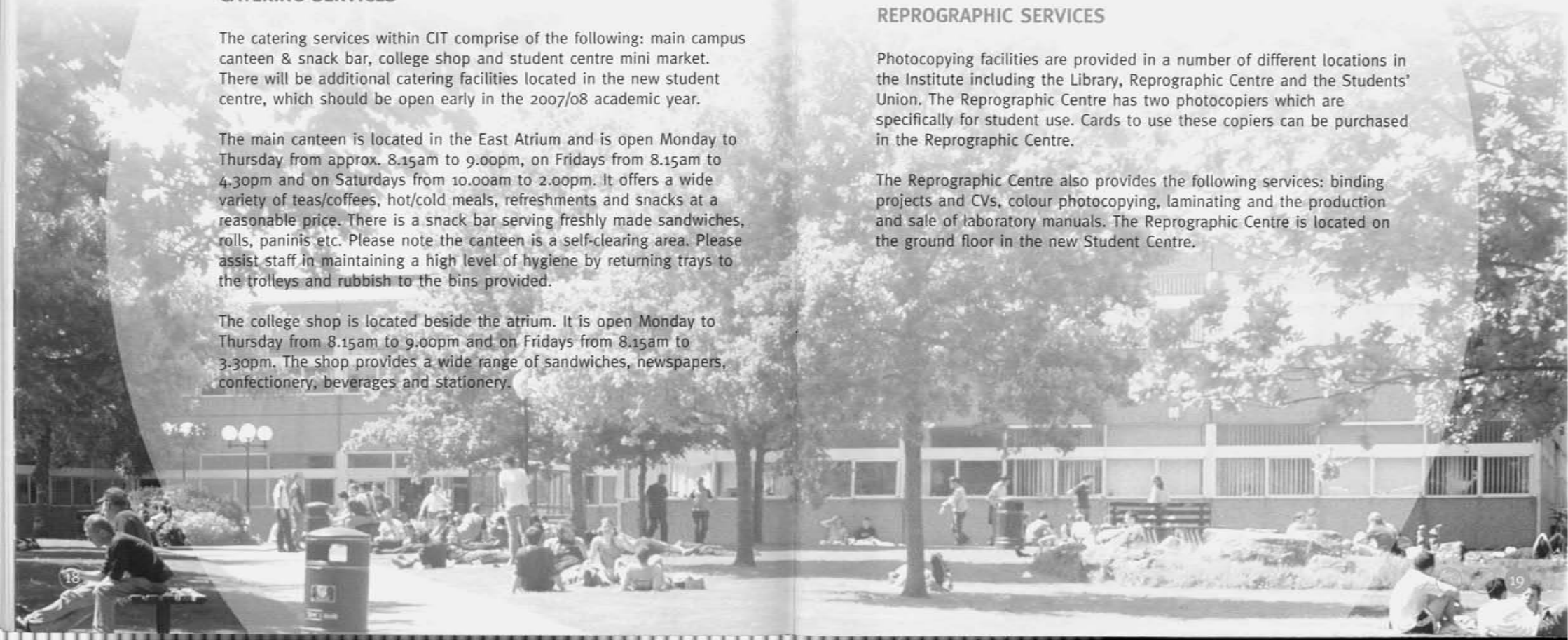
CAMPUS RADIO ACTIVITIES

Cork Campus Radio, a student radio station, is based in the Student Centre in UCC. It broadcasts on 97.4 FM and can be heard throughout the city. Programming is produced entirely by students. Students can become involved in Campus Radio where training is provided. The schedule includes morning, midday and evening programmes. Look out for notices regarding programmes and recruitment of volunteer staff. For further information on campus radio, contact station manager, Catriona Chambers at 4902108.

REPROGRAPHIC SERVICES

Photocopying facilities are provided in a number of different locations in the Institute including the Library, Reprographic Centre and the Students' Union. The Reprographic Centre has two photocopiers which are specifically for student use. Cards to use these copiers can be purchased in the Reprographic Centre.

The Reprographic Centre also provides the following services: binding projects and CVs, colour photocopying, laminating and the production and sale of laboratory manuals. The Reprographic Centre is located on the ground floor in the new Student Centre.



SPORT

The Sports Office plays a key role in the life of the Institute assisting students in the organisation and running of the clubs. This office is located on the 1st floor in the Student Centre. Here is where you can come with any sports related query. These offices are there to facilitate you and your club, so get involved and see college life from a different angle.

The Sports Office acts as an administrative centre for the officers of the various clubs. Budgets are monitored and controlled from here and we act as a co-ordinator for the Institutes Sports and Recreation programme. Duties performed include the management of the sports facilities, the Sports Bursary & Scholarship programme, the management of Sports Injuries and Physiotherapy for players who are injured while playing for the college. (Please note a doctor and nurse are on hand to treat any illness and also to offer advice. Located also in the Student Centre they are always willing to help) Along with the Annual 'Sports Ball & Awards' ceremony which takes place in April/May the Sports Office can vouch to be one of the busiest in the college.

In the Sports Office you will meet Sports Officers Miriam Deasy and Louise Cavanagh. It is their role to co-ordinate the Sports and Recreation programme across the Institute; Keith Ricken is our GAA Development Officer whose responsibility it is to develop Gaelic Games within the Institute and who deals with all aspects of hurling, ladies & men's gaelic football, camogie and handball. The other person you will find based in the Sports Office is our Rugby Development Officer, whose job is to enhance rugby in CIT on all fronts including coaching, organisation and to increase the awareness and promotion of the game.

Also connected to the Sports Department is a Gym Instructor, who is our fitness co-ordinator and is based in the Gym & Weights Room upstairs in the Sportshall; and our Sports Co-ordinator, Irene Hogan who is responsible for the co-ordination and management of the Sports Centre during daytime hours. Check out free times for casual games of soccer, basketball etc. with your classmates.

Sports Clubs

The year 2006/2007 saw excellent performances from various teams in the College. The highlight of the year was when the Men's Soccer team captured

the Intervarsity team title, a first since 1987. This Club was also awarded the Club of the Year title at the Annual Sports Awards ceremony. In all there were 38 active Sports Clubs last year and a comprehensive list of these is available in the Sports & Societies Handbook which will be given out during Fresher's week or directly from the Sports Office.

About the Sports Facilities

The Sports Centre is located adjacent to the Student Centre. There you will find the offices of the Sports Coordinator, Irene Hogan, and Physical Education lecturers Noel Collins & Kevin Kehily and our Gym Supervisors. There is a multipurpose Sportshall and an ever-expanding Gym & Weights Room along with changing facilities, housed here.

Outdoor facilities

We are very fortunate to have some of the finest facilities on our campus in Bishopstown.

These include:

Astro turf pitch: available to all full time students of CIT by simply calling to the Sports Office to make a booking.

Playing Pitches: these cater for all major sporting codes within the Institute and are located on the lower tier of the campus. These include GAA, Rugby & Soccer pitches.

Athletic Track: This eight-lane floodlit track, which has been in existence for twenty-five years, is yet another facility, which has undergone major surgery. A brand new surface is now in place since 2001 and along with the installation of the most modern equipment including underground cabling for electronic timing the track can boast of being the finest in the country. It had also the distinction of hosting the 50th Cork City Sports in July 2001. Most recently, it has been nominated by the European Athletics Association as reaching international status. As part of the further development of the athletics track, a new state-of-the-art stand is being developed which will incorporate a warm-up area.

Tennis Court: Located adjacent to the AstroTurf this fully enclosed floodlit facility offers another fantastic outlet for students. Newly constructed it is open since February 2005. Bookings can be made to the sports office and cost is €4 rackets available and €1 deposit for tennis balls returnable after play.

The Leisure World Centre which incorporates an 18m and 25m swimming pool is also conveniently

located very close-by. CIT have a special agreement with Leisure World which allows students to use the Leisure World swimming pool at a discount rate.

Sports Bursaries & Munster Council GAA Scholarships

These bursaries/scholarships are a reflection of Cork Institute of Technology's commitment to the development of a comprehensive sporting policy and are awarded to students who display high achievement levels, commitment and dedication to their chosen sport and very importantly, loyalty to that sport within the Institute.

These CIT Sports Bursaries & Munster Council GAA Scholarships will provide valuable assistance to students in their quest for sporting excellence.

A significant number of these bursaries are reserved for first year students. It is planned that over fifty bursaries will be awarded again this year to students from various sporting backgrounds. In 2006 a total of 21 First Year Bursaries valued at €500 were awarded with a further 34 "Senior" Bursaries valued at €1000 also awarded. As well as these the Munster Council of the GAA awarded 4 bursaries valued at €1,250 with Highfield Rugby Club awarding six scholarships to the value of €700 each.

If you wish to apply for a Sports Bursary or CIT/Munster Council GAA Scholarship you should contact the Sports Office at Tel. 021 4326825/587 or call to the Sports Office in the Student Centre to obtain an application form. It is expected that those who are awarded a bursary will have high levels of achievement in their chosen sport and a full involvement and participation in this sport in the Institute. The closing date for receipt of a completed application form is Thursday October 4th 2007.

Clubs Day And Sports Awards

Clubs Day: On Tuesday 25th September. For all incoming and present students of CIT the annual Clubs Day is the first big event of the sporting calendar. It takes place in the main hall of the Student Centre between 10am and 3pm where all existing Clubs set up stands of various design and features advertising their Clubs activities for the coming year. The objective of the day is that the Clubs will try to sign up students to their Club in

order to bolster members. By visiting the different stands, students can make choices and decide what Clubs to join and how many. Often students will join many different Clubs. Choose carefully and decide what suits you best. Don't spend all your time in the library, get involved and join a Club whether it's mountaineering, canoeing, football or aikido and experience new and long lasting friendships.

CIT/CMP Dairy Sports Ball & Awards

CIT students participate at the highest level amongst third level institutions in Ireland. Standards and successes are constantly rising and every year the sports awards provide an opportunity to recognise and applaud the many individuals and team sporting achievements of CIT. Sport plays an important role in college life on both a competitive and non-competitive level.

Sponsored by CMP, the awards have become an integral and important part of sporting circles in CIT. The Institute is delighted to have this opportunity to acknowledge and reward excellence in all disciplines, at the end of each season and academic year. This is a most enjoyable night when the Institute recognises the hard work, dedication and commitment of the students.



SOCIETIES

The Societies Office is located on the first floor of the new Student Centre and you are welcome to call in at any stage.

Mervyn O' Mahony is the Full-time Societies Officer. Education means more than just academic learning. It's about interacting and socialising with other students which in turn relieves the pressures of being buried beneath a pile of economics, chemistry or mechanics books! Some of the greatest memories people have of their time in college are from getting involved in societies and attending society events. The diversity of CIT societies means that practically every taste is catered for. College is a time of learning so you shouldn't confine yourself to activities you already know. Broaden your horizons by taking up a society that the Institute has to offer. CIT societies range from large course related societies like Business Studies and Accounting which are run primarily for students within a particular course and provide a great chance to get to know your class on a social level – to college wide societies like Film, Music and Photography. During the academic year 2006/2007, we had 47 societies in operation in CIT and it will probably get even higher this academic year.



The activities carried out by the societies can range from the organisation of a Table-Quiz to workshops, showing films, trips to various parts of Ireland, Go-Karting, Paintballing or even the very popular "Faculty Balls". College can be a stressful experience, especially for 1st years and societies can play an important part in helping you to overcome this.

Societies Day

The first real opportunity to check out the Societies in CIT is on Societies Day which is held on Tuesday 25th September. The purpose of the day is to encourage participation in Societies and to raise awareness of the huge variety of Societies that CIT has to offer. If a particular Society appeals to you, put your name down and head along to their first meeting. If you have taken the time to study all of the Societies that CIT has to offer and believe that your interest isn't catered for, then why not try and set up that Society. It isn't as difficult as it might seem. Call to the Societies Office to discuss it!

Society Balls

Throughout the year there are a total of seven Society Balls. Almost every student in CIT will attend either the full or Afters of one of the Balls. A great night is always guaranteed.



Societies Awards

The Societies Awards are held during the final term to highlight Societies and individual members within Societies who have made an outstanding contribution to extra curricular life at the Institute. These awards take place annually in April. At these awards each committee member is presented with a Certificate of Merit from Dr Brendan Murphy,



Director of CIT. The awards are presented by a known celebrity. Over the past few years we have had the privilege of inviting guests such as Alan Shortt alias Bertie Ahern of RTE's Bull Island, Billa O'Connell (Cork Comedian), Ryan Tubridy, Jim Bartley who plays Bela in Fair City, Joe Rooney, alias Fr Damo from the Fr Ted series and Des Bishop.

Last year the awards were presented by Mr Martin King from TV3 and Today FM. A total of ten awards were presented to individuals and Societies that excelled in Society activities throughout the year.

Societies Office/Societies Officer

The Societies Office and Officer play a key role in the life of the Institute, assisting students in the organisation and running of the Societies. If you need any help or advice please do not hesitate to call to the Societies Office to discuss it. The Societies Office and Officer are there to facilitate you and your Society, so get involved and see college life from a different angle.

Tel: 021 4326740 • e-mail: mervyn.omahony@cit.ie

Some of the Services & Support provided by the Societies Office and Officer.

- Giving support and co-ordination to the activities of the 45 existing Societies
- Stimulating the growth of new Societies to meet the needs of our growing student population
- Providing support and advice on the organisation of major events hosted by Societies
- Providing guidance in the area of sponsorship and fundraising
- Developing and organising appropriate training courses for Society Officers
- Photocopying Support
- Make and receive phonecalls for each Society
- Filing system for each Society
- Poster Designing
- Computer Facilities
- Booking facilities for trips away
- Organising transport arrangements and booking of buses
- Receive all post and distribute it to the contact
- Organising the Institute Annual Society Awards and Societies Day
- Keeping track of Society A/c Balances

ARTS

Message from the Arts Officer

Hi there. My name is Sarah Morey and I am the Arts Officer for CIT, Crawford College of Art and Design, The National Maritime College and Cork School of Music.

My role as Arts Officer is to promote arts activities in all campuses. My mission is to make the arts innovative, fun and meaningful for all students. Attending lectures and studying is just one aspect of college life. It's up to you to engage with and develop all your talents, meet new friends and have the craic. So get active! If you have any creative or arts related ideas make contact with me and I will do my very best to support you in realising your ideas.

I am interested in getting an insight into people's thoughts and hopes for the Arts in 2007 and into the future so I can make the arts meaningful and relevant to you. There will be suggestion boxes and leaflets around the college and I encourage you to fill them in. Help me to help you!! If you want to brainstorm new ideas, find out more about directing or production details such as sound, budget management, lighting etc. be sure to make contact with me.

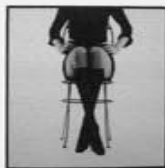


There is an Arts Noticeboard that will have updates about up and coming events and this is a good way to keep up to date with what's on! You can also check out the website to keep up to date with events at www.cit.ie. The performance theatre is located across from the main reception and is home of the CIT theatre group. This space can be used for concerts, readings and visiting theatre groups. Exhibitions will be held in the James Barry Exhibition Centre which is located behind the theatre.

If you have any ideas for arts, contact me by e-mail sarah.morey@cit.ie

I look forward to working with you this year and into the future.

Sarah Morey
sarah.morey@cit.ie • Tel: 021 4326566



Arts Fest

Arts Fest 2007 promises to fill those dull November evenings with concerts, theatre, exhibitions and readings. Festival events are organised by student and staff representatives of the Institute. Anyone interested in participating in the festival should contact the Arts Office at 4326566. Volunteers are needed to help put up posters, sell tickets, answer the phone and help manage events. Student societies are welcomed and encouraged to participate in the festival.

The first CIT Arts Festival was held in 1993. Rory Gallagher played his last Irish concert at the festival. Over the years, performers at Arts Fest have included Mary Chapin Carpenter, Steve Earle, Picture House, Martin Hayes & Dennis Cahill, Desford Colliery Band, RAF Fanfare Trumpeters, Liam O'Flynn & Seamus Heaney to name a few. Watch out for student night which sees students on the streets of Cork. Arts Fest is supported by CIT and Cork Corporation as well as other agencies and business leaders in Cork. In 2001, CIT won a business 2 Arts Award for its ongoing sponsorship of Arts Fest.

Arts Fest plans can be seen on the Institute's website at: www.cit.ie.
Arts Fest may be e-mailed at: artsfest@cit.ie or tel. +00353 21 4326445



STUDENTS' UNION

The Students' Union represents and defends its members on matters affecting their rights and interests as students of the Institute and as citizens, and acts as a channel of communication between its members and the Institute and other bodies. The Union is one of the principal conduits for expression of students' opinions, and is recognised as such by the management of the Institute.

Students' Union Services

The ethos of the Students' Union is to provide quality services on a non-profit making basis to students. Whenever possible, services are provided at a lower price than any other retail outlet on campus or in the local vicinity. The range of goods and services available from the Office/Retail outlet include:

Travel

American Visas (Summer J1 programme)

This service is operated in conjunction with Sayit Travel, USIT Travel and Go For Less allowing you to process your J1 application right here on Campus. Watch out for more details in our Student Magazine, *ExpliciT*.

Bus Tickets

We retail student commuter tickets (weekly and monthly) for local/urban buses including the Cobh Rail service, as well as monthly return and single provincial bus tickets (which can be purchased Wednesday through to Friday).

Travel Timetables

Local and national bus and rail timetables are available from the Students' Union website, notice board and main office.

Retail Services

Computer Consumables and Stationery

USB keys, Floppy disks, CDs, zip disks, calculators, acetates (overhead sheets), printing paper, log books, etc, are all available at very competitive prices. We also stock a limited number of stationery products.

Lab Coats and Goggles

These are available to students at cost price from October to December.

Phone Credit

Mobile phone cards at discounted rates of up to 10%. International call cards also available offering low cost landline calls.

Photocopying Service

Digital photocopier providing quality reproductions at friendly rates.

Any items not held in stock can be ordered for you on request. The Students' Union and Office/Retail Outlet is open daily from 9.00am to 5.00pm.

Nite Shuttle

CIT Students' Union in partnership with UCC offer students an alternative, economic, and most importantly, safe mode of transport home from the City Centre Clubs during term time. The service runs on Tuesdays and Thursdays for the first two academic terms and on Thursdays only for the third term. Generally the service operates from 1.00am onwards and leaves from Washington Street. Please watch out for more information in *ExpliciT* or drop into the Students' Union for exact timetable.

Entertainment

The Students' Union organise a wide range of entertainment events including live gigs, weekly night clubs, Freshers Week, class parties and CIT's own style Christmas Day. Rag (raise and give) Week is a week dedicated to collecting as much money as possible for charity through the medium of entertainment events, both on and off campus.

Common Room - Student Centre

Pool tables are available for use in the common room to give you time to relax during what are sure to be hectic days.

Video Club

Free membership and exceptionally low rental rates for new and recent releases.

Publications/Communications

Accommodation Booklet

This details all your rights as tenants as well containing useful tips on living away from home. Don't forget the Welfare Vice-President is available to help you deal with any accommodation queries or concerns you may have.

CITSU Handbook & Diary

The CITSU Handbook & Diary contains information to aid students while at college and to record useful notes and contact information of classmates.

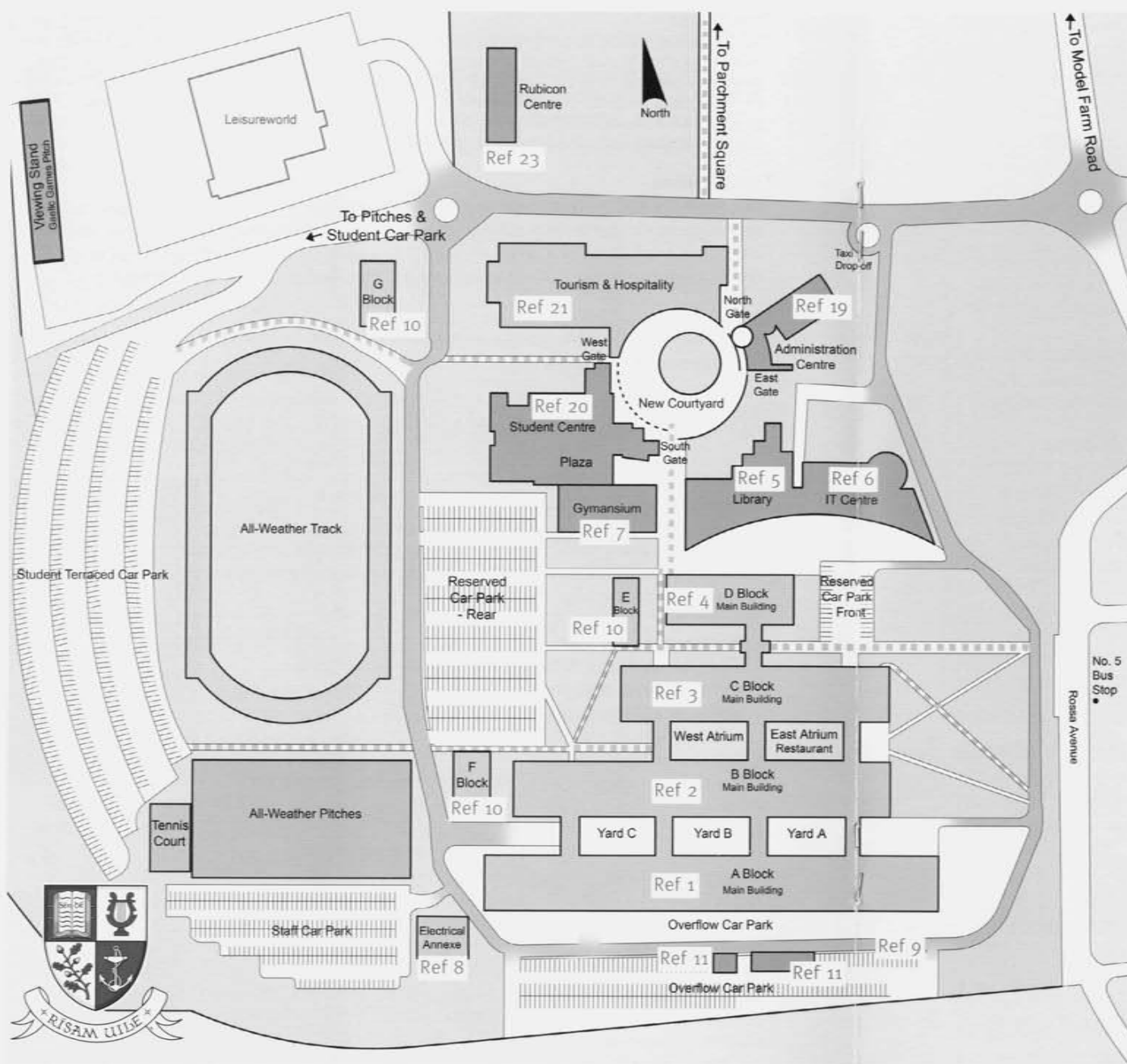
CITSU Online - www.citsu.ie

Our website provides useful information on issues that effect student lives. It also hosts a download section, back-issues of *ExpliciT*, student chat forums, photos of Union events, and a search engine to find the information you need quickly from CITSU Online, CIT website, and the entire net.

ExpliciT

A free monthly publication covering all facets of student life, including news, reviews special features, sports, competitions and much more. Back issues of *ExpliciT* are available on the Students' Union website (www.citsu.com) in Adobe Acrobat PDF format. *ExpliciT* relies on the commitment of students and staff to submit articles, features and photographs. If you would like to see your articles in print please drop into the Students' Union office or email philip@cit.ie





CIT Bishopstown Campus

- Ref 1: A Block
- Ref 2: B Block
- Ref 3: C Block
- Ref 4: D Block
- Ref 5: Library
- Ref 6: IT Centre
- Ref 7: Sports Centre
- Ref 8: Electrical Annex
- Ref 9: Utilities Building
- Ref 10: E, F and G Block
- Ref 11: Portacabins
- Ref 19: Administration Building
- Ref 20: Student Centre
- Ref 21: Tourism & Hospitality Building
- Ref 23: Rubicon Centre

Main Switchboard:
021 4326100

CHAPLAINCY

Chaplaincy is a dynamic presence at the Cork Institute of Technology recognising and responding to the pastoral and spiritual needs of students and staff.

An "Open Door" policy exists to enable students to feel welcome and to seek support, especially in times of distress, illness and bereavement. Chaplaincy/Student Support team work in close co-operation with the student support services in the college campus.

While maintaining a College wide presence and perspective we:

- Invite students and staff to liturgical celebrations, retreats and to opportunities for spiritual nourishment and expression.
- Responds to, intervenes and are present at times of trauma, crisis, illness and bereavement;
- Offers a pastoral counselling bridge to, and support for professional counselling;
- Provide a range of Community Building Projects including:
 - The Info Desk, located on main corridor
 - "What's On" - a weekly college wide newsletter
 - Open House - At 3 Elton Lawn

The Chaplaincy Office

Fr Kieron O'Driscoll, Room D153
 021 4326225 087 2894119
 kieron.odriscoll@cit.ie

Ms Edel Dullea, Room D151
 021 4326778 087
 2055595
 edel.dullea@cit.ie

Church of Ireland Minister:
Rev. Helene Steed
 021 4546615

The Chapel/Prayer Room

The chapel is located at room D155. The Prayer Room/Quiet Room is open all day to staff and students. Mass is celebrated here Monday, Wednesday and Friday at 8.40am during the academic year. Please feel free to use this space to chill out, reflect and pray in this peaceful oasis.

The Contemplative Space, located on the first floor of the Student Centre, also provides a place for reflection or if you want to get away and give yourself space in a peaceful environment - why not drop in?

FEES, GRANTS AND SCHOLARSHIPS

FEES

Tuition Fees

The government scheme for the payment of undergraduate fees has been in full effect from the commencement of the 1996/1997 academic year. Annual tuition fees for the 2007/2008 academic year are as follows:

Higher Certificate (Level 6)	€1,333
Ordinary Degree (Level 7)	€1,417
Architecture or Engineering Degree (other than Ordinary Degrees)	€2,875
Honours Degree (Level 8)	€2,260

These fees are payable only by certain categories of students such as Non-EU students, students taking a second undergraduate course or those taking a year of a course for the second time.

Student Services, Registration and Examination Fees

All students are required to pay an annual fee for student services, registration and examinations. Currently arrangements are that this fee is paid by new full-time students on registration. The fee for the 2007/08 academic year is €825. However, students who have received written approval that they have been awarded a Third Level Training (TLT), Higher Education Grant or VEC Scholarship prior to the closing date for payment (as noted on invoice) will not have to pay this fee. Students who are awarded the grant after this date and have paid the Student Services, Registration and Examination Fee will have the full fee refunded. Students on courses leading to the examinations of professional bodies must pay a College registration fee together with an annual membership fee and examination fee to the appropriate association or Institute.

GRANTS AND SCHOLARSHIPS

Third Level Training (TLT)

Higher Certificate and ordinary Bachelor Degree courses are supported by the Third Level Training (TLT).

TLT funded maintenance grants are available to eligible students. Application forms and information on eligibility are available from your local Vocational Educational Committee (VEC).

If you qualify for a Third Level Training (TLT) grant, you are required to have a bank account to receive payment. You do not need to open a separate account specially for the purpose, an existing bank account will do. Your grant will be paid directly into the account of your choice each month over a 36 week span. Payment of grant is

dependant on attendance at classes. If you are absent due to illness at any time you should inform the College and may be required to produce a medical certificate in order to be paid for those days. Each day you are absent without a validated acceptable reason, will result in a corresponding sum of money being deducted from your monthly payment. The schedule of payment dates will be posted in the Students' Union and banks.

Higher Education Grants and VEC Scholarships

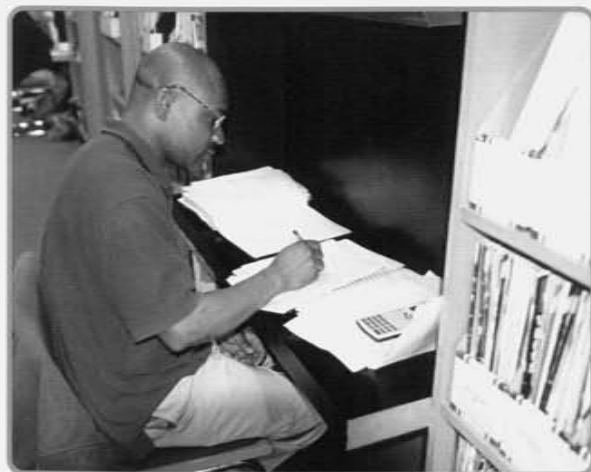
These scholarships and grants are available to eligible students. Grants are means tested and application forms and information on eligibility are available from your Local Authority or Vocational Education Committee.

Fees are paid directly by the Local Authority to the College and student maintenance cheques may be collected at the start of each term from the Accounts Office. Students should note that there are often delays in local authority payment of maintenance grants.

VEC grants are operated in a similar manner to local authority grants. Students in receipt of VEC grants can collect their maintenance cheques from the Accounts office at the start of each term.

Back to Education

If you are in receipt of Social Welfare Payments and are returning to full-time education, you are also eligible to apply for a grant through your local authority. If your grant is awarded, your fees (tuition and registration) will be paid by the grant authority and you may also be entitled to maintenance. If, however, you are unsuccessful, you have to pay the registration fee of €825.



Grant Renewal

A student who fails a year of his/her course and repeats the year will not be paid a grant for that year. The student will receive their grant again the following year if they pass their examinations and proceed onto the next year of their course.

Queries related to TLT grants should be directed to the Accounts Office in the Administration Building.

THE LIBRARY

The main library is located on the Bishopstown campus. Other libraries are located in Crawford College of Art & Design, Cork School of Music and the National Maritime College of Ireland. The main library has 500 study places and has been designed to generate an environment that is particularly conducive to study. The library is open during term on Monday to Friday from 9.15am to 9.45pm (last loans/returns 9.15pm) and on Saturdays from 9.15am to 5.00pm. **The library homepage and catalogue can be accessed at <http://library.cit.ie>**

Joining the Library

All Students with an ID Card may use the library for reading and borrowing material, but you must have your ID Card with you to enter the library. If you lose your card you must notify the library immediately **to prevent someone else from using it**. Please note that Your ID card is not transferable. Anyone found using another individual's ID card for borrowing books or attempting to gain admission to the library will be automatically suspended and will have their borrowing privileges revoked.

Books

The library holds over 60,000 books. This stock is divided between two main sections, lending and reference. These two collections are stored on the ground floor and are in Dewey Decimal Classification sequence. This means that each book is issued with a number according to its subject and all the books are then shelved in numerical order on the shelves. The Dewey number is written on a label on the spine of the book for you to view.

Borrowing Books

To borrow books simply bring them with your ID Card to the issue desk and they will be scanned to your account.

- First year to third year students can borrow **three** books for a period of two weeks.
- Fourth year students are allowed to borrow **five** books for two weeks at a time.
- Postgraduate students can borrow **five** books for a period of four weeks.

You can also renew your books at the issue desk, if you are not finished with them when they are due back; Books can only be renewed twice. Alternatively books can be renewed online via the library website at <http://library.cit.ie>. The current fine rate for overdue items is 10 cent per day, if fines get too high or remain unpaid, students will be restricted from borrowing further **material**.

Short Loan Collection

To make high demand books more available, a short loan collection is in operation. These books are labelled with a "SHORT LOAN" sticker and have red tape across their spines to differentiate them from **regular lending material**. Short loan items cannot be renewed. Fines for these books are **€1.00** a day, so loans of this type should be returned promptly.

Exam Papers

Exam Papers are available online via the college web site at <http://www.cit.ie> alternatively they can be accessed via the library homepage at <http://library.cit.ie>. From these web pages, exam papers can either be printed or saved to disk. **Currently online exam papers can only be accessed by computers within the local college network.**

Journals

As well as lending and reference books, the library stocks over 400 journals, which give current information on any subject area being researched. Recent journals are located in the bays on the first floor balcony along the south curved wall. Each bay is numbered and the journals for each department are kept together. Older journals are stored on the first and second floors; these are filed in alphabetical order. Many of the journals that the library currently subscribes to can now also be accessed online via the library catalogue.

Official Publications & EU Material

The CIT Library also stocks a comprehensive collection of official publications, consisting of Government, Semi-state body and European Publications. Material from this collection cannot be borrowed but can be consulted within the library. The Library also has a dedicated Official Publications and European Union Portal and this can be accessed online via the Library homepage.

Careers Section

The Library also has an extensive Careers Section; this is located on the first floor of the library. This section provides useful information on job hunting, various careers, IQ tests, as well as the preparation of CV's and cover letters.

Computers

There are a large number of computers available for student use in the Information Technology Building, however the library too has its own suite of computers for student usage. From these computers, students have access to the internet and other electronic resources. However the use of games or other prohibited material is strictly forbidden on these computers. Likewise anyone found tampering with the Library computers will be severely reprimanded. This may include suspension from the library, being barred from further college facilities and in some instances individuals may risk expulsion from the Institute.

Audio/Visual Equipment in the Library

The Library has a number of video/monitor devices available for student purposes. Only official library videos may be watched on these players. You must hand in your ID Card at the desk in order to acquire the correct video and headphones.

Photocopying

There are currently four photocopiers in use within the library. These are located on the ground floor reference area. Thirty-two unit-copying cards cost €3.00 and can be

purchased from a dispensing machine nearby. Only cards purchased in the library will operate with the library photocopiers, cards purchased elsewhere on campus will not work. We would like to remind students when photocopying to abide by the various copyright laws. These regulations are clearly defined on each library photocopier and on the library homepage.

Online databases

The CIT Library has a large and constantly expanding portfolio of online databases. These databases compliment the entire spectrum of courses currently being taught throughout the Institute. All of these databases along with a variety of other learning resources are available via the CIT library homepage at <http://library.cit.ie> and are accessible via any online desktop throughout the College. Databases can also be accessed off-campus via the library homepage by entering your unique CIT student number. For more information about accessing databases off-campus please ask a library staff member, alternatively you can e-mail libraryinfo@cit.ie

Electronic databases are a quick and effective means of finding published material on any given topic. By virtue of the fact that they are easy to use and often contain full text documentation, they have become a key source of information for many researchers. **The vast majority of our databases** are subscription based thus guaranteeing superior searching capability as well as peer reviewed quality content. Examples from our database portfolio include, *The ISI Web of Knowledge, Science Direct, Infotrac, SpringerLink, British Standards Online, Ebsco Host, IHS* as well as many others.

Library Guidance

First year library induction normally takes place at the start of the academic term and is arranged in conjunction with the college wide induction program which normally runs at that time. The aim of this programme is to make students generally aware of library resources and services. More advanced skills training sessions can be arranged for second year students right through to post-graduate groups by contacting the Library directly. These sessions are strictly by prior appointment only but can be arranged at any time during the year.

Sessions are restricted to group sizes of approximately fifteen at any one time. Topics covered include database induction, effective use of the Library Catalogue and advanced internet usage including evaluation of resources.

If you have any questions regarding the library, its resources or indeed research that you are carrying out, please consult a member of the library staff. The library information desk is open daily during the academic term, between 11.00am and 3.00pm. Staff will be only too happy to assist you with any query that you may have. Alternatively you can e-mail us at libraryinfo@cit.ie; all queries are normally answered within 24 hours (Monday to Friday).

Library Rules

- Anyone found deliberately vandalising library property; books, computers, furniture etc. will be severely dealt with and may face total expulsion from the Institute.
- Please respect your fellow students and refrain from making noise or talking in the library.
- The use of mobile phones is similarly not permitted within the building.
- Eating or drinking within the library is not allowed.
- You are solely responsible for making sure that you have no unissued library material with you when you leave the library. Setting off the exit alarm incurs an automatic fine and goes permanently on your library account. Setting off the alarm a second time will mean suspension from the library and possible expulsion from the Institute.
- You must show your ID-Card to any member of the Library Staff when requested to do so at any time when you are in the library. Failure to comply may result in suspension from the library.



EXAMINATIONS

It is important that each student would be aware of all the examination procedures and regulations for courses and to fully understand the overall examination process.

Two documents are of particular importance in this regard and it is advisable that you get to know these and, if necessary, have them clarified or explained to you by your lecturers.

General examinations regulations are contained in a document entitled CIT Marks and Standards. For each course there is a further document entitled Approved Course Schedule. This provides specific information in regard to the examinations for a particular course, together with any special regulations which apply to that course. A copy of CIT Marks and Standards is available for consultation in the library.

The examination system in the Institute is distinctly different from the systems that operate at other levels of education. For many subjects a significant proportion of the marks are allocated to work or assessments that are carried out during the year. As a result the final examination does not carry the weight that it would in, for instance, the Leaving Certificate.

Some key points in relation to the examination process are given below. However, they are not intended to be comprehensive and Marks & Standards, Approved Course Schedules, individual course handbooks and lecturers should be consulted for further information.

Division of Examination Marks

For most subjects, examination marks are divided between different examination elements. Commonly, these are the continuous assessment element and the final examination. Projects or other assessable work or activities may also constitute examination elements. In addition some large subjects are sub-divided into two or more smaller subjects referred to as component subjects.

Subjects vary in the distribution of marks between elements. For example on one course a subject which includes laboratory work may have 50% of the marks allocated to the terminal examination with the other 50% allocated to continuous assessment, including the laboratory mark. On the same course a subject such as Mathematics may have a distribution of 30% : 70% between continuous assessment and terminal examination. Details of the distributions for each course and for each subject are given in the appropriate Approved Course Schedule.

Continuous Assessment

It is evident from the above that continuous assessment is an integral and important part of the examination process for most subjects. Sometimes students fail to appreciate its importance and consider it as they would have considered Christmas and Easter examinations at second level.

In general continuous assessment in the CIT examination system is different. Results of continuous assessment are part of the final examination mark.

Missing a continuous assessment test or a laboratory exercise may deprive a student of the opportunity to gain the marks allocated to that component of continuous assessment.

Weighting of Subjects

In some courses, all subjects are treated equally. In other instances certain subjects may be considered of greater importance than others and are allocated more time on the course and more marks in the examinations.

For example, each of the subjects in first year Applied Biology have a maximum mark of 100. In the second year of that course each of the three mandatory subjects have a maximum mark of 200 and the elective subjects 100 marks for each. Again details of the distribution of marks for each course is contained in the Approved Course Schedules.

Eligibility to sit examinations

Satisfactory attendance at a course and other conditions must be satisfied in order to be eligible to sit for examinations. The following is stated in Marks & Standards: Only candidates who have satisfactorily attended or otherwise pursued or followed a course of study or instruction approved by the Council, and who have met all course requirements, including satisfactory completion of prescribed coursework and projects within prescribed deadlines, shall be admitted to the examinations or other tests.

Examiners

There are two different categories of examiners: intern examiners and extern examiners. Intern examiners, generally the subject lecturers, set the questions on the examination papers and correct the examination scripts. Extern examiners are appointed by the institute from other academic institutions or from industry. They have major functions in ensuring the adequacy of the standards of the examinations, in approving the examination papers and in agreeing with the internal examiners the marks awarded. They are required to pay particular attention to borderline cases such as those who are at pass and close to merit or honours; or who have failed and are close to a pass; those at one grade of honours and close to another grade of merit and close to distinction.

Board of Examiners

After each examination, intern and extern examiners meet together as a Board of Examiners under the chairmanship of the Director of the College or his nominee. The function of the Board of Examiners is to consider the overall examination results for each student and to make recommendations regarding awards or overall results of examination stages. The Board of Examiners has a particular function of discussing the position of all borderline cases before final decisions are made.

Minimum Pass Mark

The minimum percentage mark required to pass any CIT examination is 40%, unless the Approved Course Schedule provides for a different minimum percentage. However situations can arise where the total mark is greater than 40% yet a pass grade may not be awarded. This occurs if a candidate's performance is deemed unsatisfactory because of extreme weakness in a component subject or examination element.

For instance, a student may have a high mark in the end of year examination but may have a very low mark in continuous assessment due to missing a large proportion of course work. The aggregate mark may be over 40% but the very low continuous assessment would prevent the student passing the subject.

Grades of Awards

On ordinary Bachelor Degree and Higher Certificate courses, awards are made at Pass, Merit and Distinction classifications. In the first year of certificate courses or in the first or second years of ab-initio ordinary Bachelor Degree courses, Merits or Distinctions are not recorded. The following is an extract from CIT Marks & Standards:

To be eligible for consideration for an award of Merit or Distinction classification, a candidate must:-

- (1) Satisfy all the examination and other requirements set for the course,
- (2) Pass the final examination as a whole in accordance with these CIT Marks and Standards,
- (3) The Higher Education and Training Awards Council has decided that the following thresholds be implemented for award classifications:

Average Mark

- Merit Grade 2: at least 50% of the total marks available as specified in the Approved Course Schedule
- Merit Grade 1: at least 60% of the total marks available as specified in the Approved Course Schedule
- Distinction: at least 70% of the total marks available as specified in the Approved Course Schedule.

An award at Merit or Distinction classification may not be considered unless the candidate has passed the final examination:- in the case of full-time candidates, at the first attempt, and in one sitting.

To be eligible for consideration for the award of an Honours Bachelor Degree at Honours classification, a candidate must:-

- (1) satisfy all the examination and other requirements set for the course, and
- (2) pass the final examination as a whole in accordance with these Marks and Standards,
- (3) The Higher Education and Training Awards Council has decided that the following thresholds be implemented for award classifications:

Average	
Second Class Honours, Grade 2	at least 50%
Second Class Honours, Grade 1	at least 60%
First Class Honours	at least 70%

An award with Honours classification may not be considered unless the candidate has passed the final examination:- in the case of full-time candidates, at the first attempt, and in one sitting

Pass by Compensation

There are some cases where candidates fail to attain a pass in one or two examination subjects in an examination, yet may, at the discretion of the Board of Examiners, be awarded an overall pass grade by virtue of their overall examination performance. This is referred to as pass by compensation and a number of strict rules apply to it. These are outlined in detail in the CIT Marks and Standards.

Exemptions

If a candidate does not achieve an overall pass at a particular stage or year of a course but has achieved a clear pass in some subjects then exemptions may be granted in these subjects, and it may not be necessary to re-sit them. Marks & Standards contains further regulations in relation to exemptions.

Withheld Examination Results

In exceptional circumstances (such as illness or bereavement), a final decision on a candidate's result may be withheld to enable the candidate to complete specific outstanding requirements of the course. If there is a valid case, it is advisable that a student who misses examinations should seek to have their result(s) withheld. A reason for this, for example, may be that Merit or Distinction grades are not normally awarded to students who sit some of their examinations in the Summer and some in the Autumn, unless the Summer results have been withheld.

Students with valid reasons for withheld results should contact the relevant Head of Department or Course Co-ordinator at the earliest possible opportunity and, where appropriate, provide supporting documentary evidence, such as medical certificates. The Institute may withhold examination results for other reasons such as discipline, non-payment of fees, etc. There may also be academic reasons for withholding results such as extreme weakness in an examination element or failure to satisfactorily complete course work.

Dates for Summer Examinations

Most final examinations are held between the middle of May and the end of the first week in June. **In certain cases students may be required to attend for examinations up to 20th June.**

Timetables for the main Summer examinations, together with other examination information is usually issued by the Examination Section in March/April. Dates for certain other examinations such as assessments and orals are provided by the relevant departments.

Examination Regulations

Examination regulations are contained in the Student Regulations and in Marks & Standards. Student Regulations are available on the CIT Website on www.cit.ie

Infringement of examination regulations

Infringement of examination regulations is viewed very seriously by the Institute. Penalties may include disqualification, with loss not only of the examination at which the infringement occurred, but also all other examinations sat in the same session. In addition re-entry to examinations may be barred for a period of one year. Further penalties may include prevention from sitting repeat examinations, restriction of the final classification of an award or termination of studies.

Results of 1st Year Semester Examinations

Interim results of 1st Semester Examinations will be available following the Board Meeting at the end of the 1st Semester

Results of Examinations

Results of examinations are usually placed on notice boards and posted to students as soon as they are available. Information on the dates of availability of results and latest dates for receipt of examination appeals are normally issued with examination timetables. Students are also able to access exam results via the Internet on the following website address: www.results.cit.ie. Students are given a PIN no. along with their examination timetable. It is important to retain this PIN no in order to access this website and get examination results. Students unsure of their results must contact their Department Head or secretary immediately.

Autumn Repeat Examinations

It is of utmost importance to read all forms received with your Summer results. If students need to repeat their exams they must return the exam entry form before the closing date which is usually the 1st week in July. (The exam entry form will have the exact closing date.) Timetables will be issued on receipt of exam entry forms (approx last week of July). Autumn Repeat Examinations are usually held from mid-August to the first week of September. While, in general, students who do not pass their examinations in the Summer are eligible to repeat examinations in the Autumn, there are certain cases for particular courses or students where it is not permissible to do so. It may apply, for example, to students who have had a very weak performance in their course work or continuous assessment. Students in this position are usually informed with the notification of their Summer examination results. Entry for repeat examinations requires the payment of an additional examination fee.

Examination Appeals

An appeal system operates for students who wish to have results of their examinations rechecked or reviewed. Students are strongly advised to discuss their results with their department prior to lodging their appeals. Contact the Registrar's Office for further details. Information on the examination appeals procedure can be obtained in the Student Regulations booklet which is available on the CIT website at www.cit.ie.

OTHER INFORMATION

COMPUTERS & INFORMATION TECHNOLOGY

Information Technology is an important function of many courses. The Institute is equipped with a variety of up-to-date systems to meet students' needs. Students are encouraged to make full use of the extensive computing facilities to support their studies. All departments have access to specialised computer laboratories.

In addition, the Institute also provides students with open access computing facilities through departmental facilities and through computers located in the library and the new Information Technology Centre.

The Information Technology Centre is open since September 1998. This contains ten computing laboratories, four lecture theatres and an amphitheatre and increased open access facilities.



INTERNATIONAL STUDY

The EU sponsored ERASMUS exchange programme enables students from Cork Institute of Technology to undertake study or training placements in other EU countries. Interested students may apply to study for a minimum period of three months up to a maximum of one academic year at one of CIT's many European partner institutions in countries such as France, Germany, Spain, Sweden, Finland, Italy, the Netherlands, Hungary, Romania, Poland, the UK, Iceland, Greece, Denmark and the Czech Republic. Students can also undertake ERASMUS training placements, in many of these countries, for periods of between 3 and 12 months. Some exchanges in the EU and Canada are also possible for students from certain departments. CIT is also a partner in the George Mitchell Peace Scholarship which facilitates exchanges of students between CIT and the Maine Community College System. Further information on these and other international exchange and programmes can be obtained from The International Office which is located on the ground floor of the Administration Building.

LOST PROPERTY

During term lost property services are managed by the Caretaker's Office. Any items found should be handed in to the Office and lost items may be sought there also. It is also advisable to check with the Info Desk in the main corridor regarding lost property.

LOCKERS

Lockers are made available to students for one academic year. To obtain a locker, get a suitable padlock and lock it on a vacant locker of your choice. Take a note of the locker number and bring it to the Caretaker's Office - Room D136 (near main entrance to CIT) where it will be registered in your name. The numbers of lockers in the Institute is limited.

EMERGENCY EVACUATION PROCEDURE

Students are requested to familiarise themselves with fire exits and the emergency evacuation procedures for the Institute. Evacuation routes and assembly areas are posted in each classroom. Fire drills may occur from time to time throughout the year.



COLLEGE LAYOUT

Service/Facility	Corridor/Floor	Room No.	Location
Access Office	1st Floor	-	Student Centre
Accommodation/Student Services	1st Floor	-	Student Centre
Arts Office	E	-	Ground Floor
Admissions/Examinations Office	Ground Floor	-	Admin Building
AIB Bank	Ground Floor	-	Student Centre
Bank of Ireland	Ground Floor	-	Student Centre
Canteen/Atrium	-	-	Main Concourse
Careers and Counselling	2nd Floor	-	Student Centre
Caretaker's Office	D	D136	Ground Floor
Chaplaincy/Chapel	D	D151/D155	Ground Floor
Contemplative Space	1st Floor		Student Centre
Disability Office	1st Floor		Student Centre
ESF Grants Office	Ground Floor	-	Admin Building
Examination Hall	D		First Floor
Exhibition Centre	D		Ground Floor
Medical Centre	1st Floor	-	Student Centre
Mini Market	Ground Floor	-	Student Centre
Performance Theatre	-	-	Main Concourse
Reprographic/Printing	Ground Floor	-	Student Centre
Reception	Ground Floor	-	Admin Building
Registrar's Office	1st Floor	-	Admin Building
Shop	-	-	Main Concourse
Societies Office	1st Floor	-	Student Centre
Sports Office	1st Floor	-	Student Centre
Student Services Office	1st Floor	-	Admin Building
Students' Union	1st Floor	-	Student Centre

Information on Heads of Department and Administration Support is given below:

Bishopstown Campus:

DEPARTMENT	TITLE	NAME	Admin Support	Room No
ENGINEERING				
<i>School of Engineering</i>	Co-Ordinator of Engr	Liam Hodnett	Norma Welch Frances Teahan	
<i>School of Building & Civil Engineering</i>	Head of School (Acting)	Joseph Harrington	Mary Crowley	A221L
Dept. of Civil, Structural & Environmental Engr	Head of Department	Des Walsh	Mary Crowley	A221L
Dept. of Construction & Architecture	Head of Department	Daniel Cahill	Mary Crowley	A221L
<i>School of Mechanical & Process Engr</i>	Head of School	Barry O'Connor	Deirdre Burke	A241L
Dept. of Chemical & Process Engineering	Head of Department	John O'Shea	Frances Lynch	Prefab
Dept. of Mechanical Engineering	Head of Department	Matt Cotterell	Deirdre Burke	A241L
Dept. of Manufacturing, Biomedical & Facilities Engr	Head of Department	Daithi Fallon	Deirdre Burke	A241L
Dept. of Transport & Auto Engineering	Head of Department	-	Michelle Foran	A285L
<i>School of Elect & Electronic Engineering</i>	Head of School	Barry Leach	Julie O'Shea	B261L
Dept. of Electrical Engineering	Head of Department	Noel Barry	Julie O'Shea	B261L
Dept. of Electronic Engineering	Head of Department	Joe Connell	Julie O'Shea	B261L
BUSINESS & HUMANITIES				
<i>School of Business & Humanities</i>	Co-Ordinator of Business & Humanities	Damien Courtney	Gina O'Brien Administrator	
<i>School of Humanities</i>	Head of School (Acting)	Orla Flynn		
Dept. of Social & General Studies	Head of Department	Jim Walsh	Ann Lee	G2.13
Dept. of Media Communications	Head of Department	Rose McGrath	Maud Coffey	-
Dept. of Tourism & Catering Studies	Head of Department		Fiona Murphy	Prefab
DEIS	Head of Department	Ray Coughlan	Ann Deasy	H Block
<i>School of Business</i>	Head of School	Tom Rigney	Christine Lynch	C163
Dept. of Management & Marketing	Head of Department	Brian McGrath	Christine Lynch	C164
Dept. of Accounting & Information Systems	Head of Department	Gerard O'Donovan	Christine Lynch	C165
Dept. of Adult & Continuing Education	Head of Department	Paul Mahony	Geraldine Mahon	Prefab
Dept. of Educational Opportunities	Head of Department	Marese Bermingham	Louise Byrne	F1.9

SCIENCE

<i>School of Science</i>	Head of School	Eamonn Cashell	Clair Nadkar Administrator	
Dept. of Applied Physics & Instrumentation	Head of Department	Liam McDonnell	Mary Phelan Noreen Lucey	C229A
Dept. of Biological Sciences	Head of Department	Hugh McGlynn	Frances Lynch	Prefab
Dept. of Chemistry	Head of Department	John Wood	Mary Phelan Noreen Lucey	C229A
<i>School of Computing & Mathematics</i>	Head of School	Michael Loftus	Valerie Tobin	C132X
Dept. of Computing	Head of Department	Jim O'Dwyer	Valerie Tobin	C132X
Dept. of Mathematics	Head of Department	Kevin Kelly	Valerie Tobin	C132X
National Maritime College of Ireland	Head of Department	John Clarence	Noreen Kelleher	A285L

Cork School of Music

SCHOOL	HEAD OF DEPT/SCHOOL	ROOM NO.	DEPT. SECRETARY	ROOM NO.
Director	Geoffrey Spratt	Directors Office	Noranne Murray	General Office
Vice-Principal	Aiveen Kearney	Vice-Principal's Office	Bernice Cremin	General Office
Keyboard Studies	Gabriella Mayer	Room 15	-	Room 15
String Studies	Vacant	Room 15	-	Room 15
Wind, Percussion, Singing, & Drama Studies	John O'Connor	Room 15	-	Room 15
Musicianship & Academic Studies	Marie Judge	Room 15	-	Room 15

Crawford College of Art & Design

SCHOOL	HEAD OF DEPT/SCHOOL	ROOM NO.	DEPT. SECRETARY	ROOM NO.
Principal	Vacant	Principal's Office, Crawford College	M Cronin	General Office, CCAD
Fine Art & Design Department	Vacant	B10A	M Cronin	General Office, CCAD
Art & Design Education Department	Albert Walsh	B18	M Cronin	General Office, CCAD
Art Therapy & Adult Education	Edward Kuczaj	B8A	M Cronin	General Office, CCAD

COLLEGE CALENDAR

Term 1

1st Year Full-Time Registration	Week beginning 3rd September, 2007
Post 1st Year Class Commencement	11th September 2007
1st Year Class Commencement	17th September 2007
Public Holiday	26th October 2007
Church Holiday	1st November 2007
Open Day	10th November 2007
Annual Conferring	12th & 19th October 2007
Christmas Holidays	21st December 2007

Term 2

Term 2 begins	7th January 2008
Spring study week	28th January - 1st February 2008
St Patrick's Day	17th March 2008
Spring Term ends	14th March 2008

Term 3

Term 3 begins	31st March 2008
Church Holiday (1st May)	moved to 2nd May 2008
Public Holiday	5th May 2008
Church Holiday (22nd May)	moved to 23rd May 2008
Public Holiday	2th June 2008
End of Term	20th June 2008

Annual Conferings

Bishopstown Campus	12th & 19th October 2007
Crawford College of Art & Design	5th November 2007
Cork School of Music	5th November 2007
Tourism & Hospitality Studies	To be arranged
National Maritime College of Ireland	12th February 2008

USEFUL TELEPHONE NUMBERS

Medical/Health

Cork University Hospital, Wilton	021-4546400
Mercy Hospital	021-4271971
Southern Health Board, Abbeycourt Hs., Georges Qy.	021-4965511

Gardaí

Confidential FreeFone	1800-666111
Anglesea Street	021-4522000
Bishopstown	021-4541012

Helplines

Rape Crisis Centre, 5 Camden Quay	021-4505577
Rape Crisis Centre, Freephone	1800 496496
Samaritans, Coach Street	021-4271323
Samaritans, Helpline	(Callsave 1850 609090)
Threshold, Fr Matthew Quay	021-4271250

Transport

Iarnród Éireann (Irish Rail), Kent Station	021-4506766
Bus Éireann, Parnell Place	021-4508188
USIT Travel Service	021-4270900

Cork Institute of Technology

Main Switchboard	021-4326100
Accounts Office	ext 6456/6459
Examinations	ext 6222/6257
Admissions	ext. 6221/6255
Chaplaincy: The Office D151	ext 6225
The Information Desk	ext 6401
The House, Elton Lawn	ext 6256/021-4344555
AIB Bank	ext. 6294
Bank of Ireland	ext. 6285
The Library	ext. 6501/6502
Medical Services	ext 6356/6549
Student Services Officer	ext 6448
Students Union	ext 6254
Sports	ext 6825/6587/6508
Societies Office	ext 6740/6508
Arts Office	ext 6445
ESF Grants	ext 6182/6889

Cork School of Music

Crawford College of Art and Design	021-4270076
Crawford Students Union	021-4966777
	021-4966332

* Caller should note that internal extension number can be reached directly from external lines by dialling 021-326 followed by the extension number required eg. 4326401 for ext 6401 (the information desk).



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Note:

Every effort has been made to ensure that the information herein is accurate. The Institute does not accept any liability for any error contained herein.

E&OE



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